TOPIC 2: REFERENCE TABLES FOR EMPLOYEE DEDUCTIONS

The SAM II HR/Payroll system uses reference tables to store information on employees and employee deductions. A reference table contains pertinent information for establishing employee deductions and benefits.

The purpose of this topic is to familiarize you with some of the reference tables associated with employee deductions.
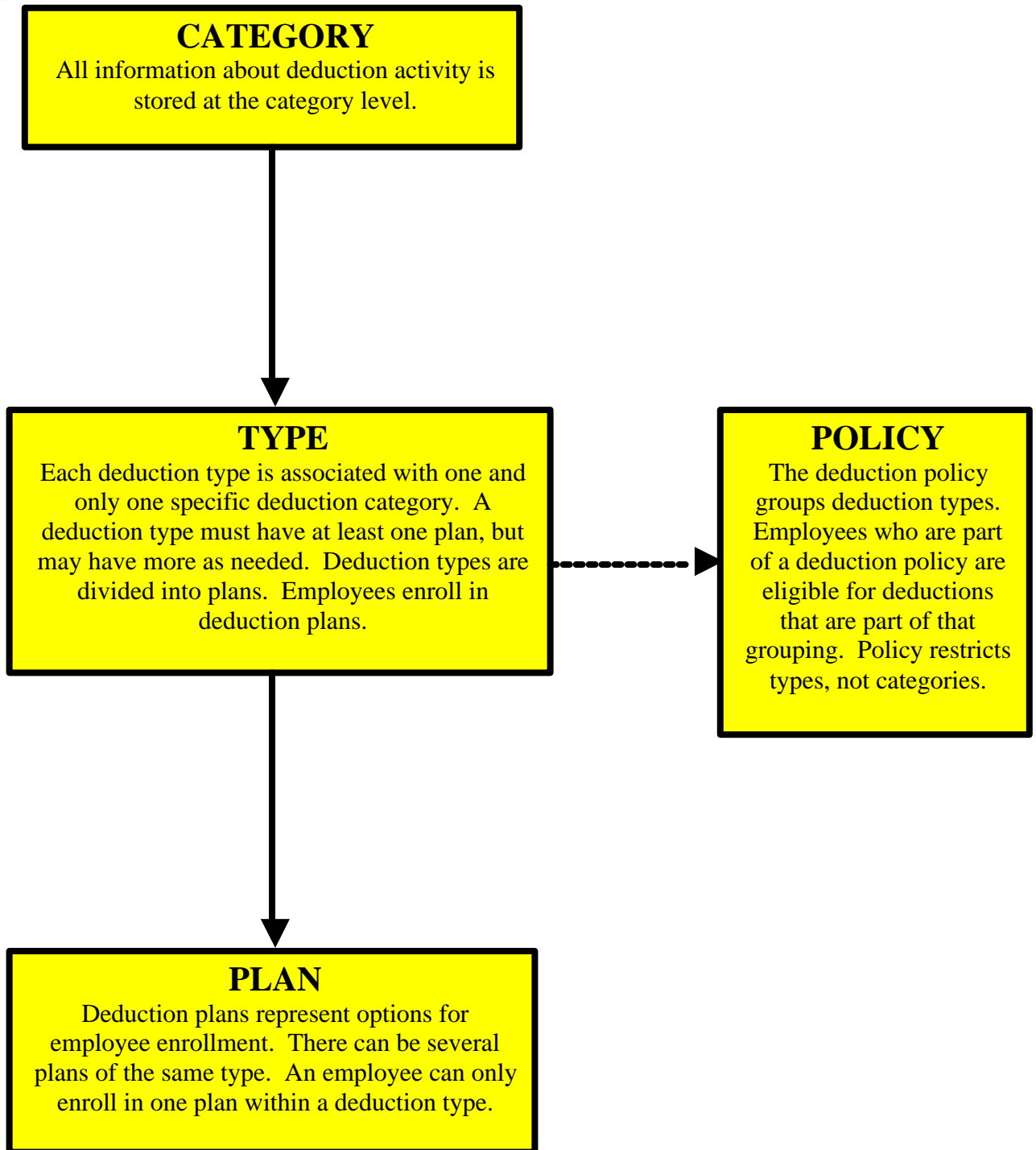
The Office of Administration is responsible for maintaining (adding, changing, deleting and updating) information on reference tables.

At the end of this topic, you will be able to:

- Describe the purpose and use of reference tables relating to employee deductions.

- Access the reference tables.

DEDUCTIONS AND BENEFITS

CATEGORY
All information about deduction activity is stored at the category level.

TYPE
Each deduction type is associated with one and only one specific deduction category. A deduction type must have at least one plan, but may have more as needed. Deduction types are divided into plans. Employees enroll in deduction plans.

POLICY
The deduction policy groups deduction types. Employees who are part of a deduction policy are eligible for deductions that are part of that grouping. Policy restricts types, not categories.

PLAN
Deduction plans represent options for employee enrollment. There can be several plans of the same type. An employee can only enroll in one plan within a deduction type.

REFERENCE TABLES FOR EMPLOYEE DEDUCTIONS

Reference tables provide the system with a central source of data used for processing, validating, and reporting employee information. The Introduction to SAM II HR/Payroll course provided general information on reference tables and their relevance in completing transactions. This topic will address specific tables supporting employee deductions.

Think of reference tables as files storing pieces of information that you will use when completing transactions. For example, you will establish an employee's federal and state taxes on a transaction called Employee Tax Parameters (TAX). One of the required fields on this transaction is Tax Class. You can utilize the "Find Code" feature of the system to display the valid values to populate this field. The table behind that particular field, storing all possible choices (codes) for populating that field, is the Tax Class (TAXC).
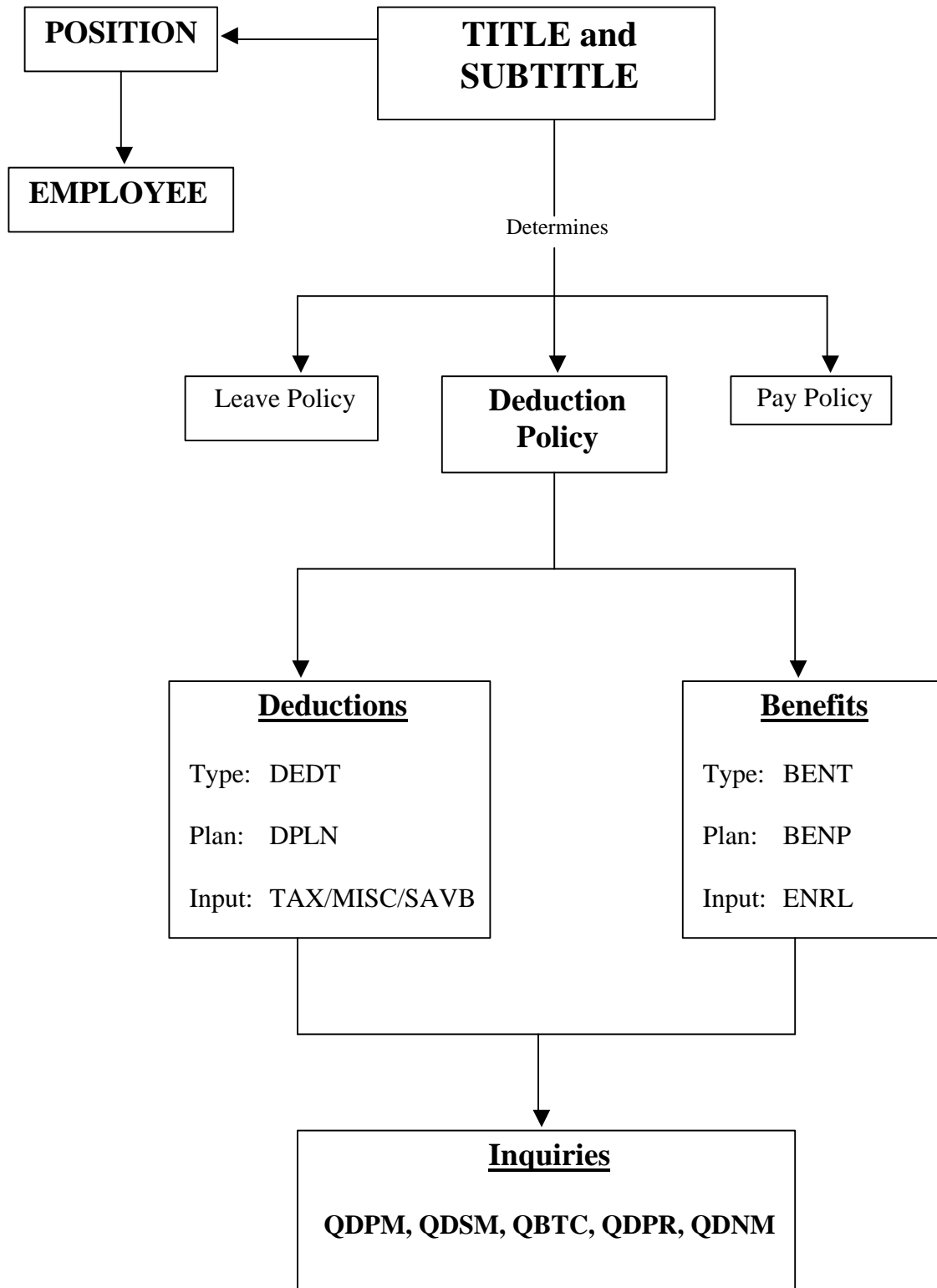
In working with deductions alone, you will find that there are numerous deduction type and plan combinations. Information on deduction types can be found on the Deduction Type (DEDT) window and information on deduction plans can be found on the Deduction Plan (DPLN) window. Because of the volume of information on some tables and for ease of the user in finding the appropriate codes on the tables, the system uses coding standards or "smart codes" for ordering the valid choices on reference tables. Valid codes for the various categories, types, and plans relating to employee deductions are available at the following web address: **http://www.state.mo.us/mo/samii**.

The following pages in this topic will include several reference tables that are important in processing employee deductions. Additionally, the coding standards for establishing table information will be provided for the following tables:

- **EVENT CATEGORY (CATG) –** This table establishes the types of categories for deduction and benefits (example: Health and Life Insurance, etc.). Each deduction type is associated with a specific deduction category. All information about deduction activity is stored at the category level. The category is used for summarizing deduction totals for reporting purposes, check printing, and employee inquiries.

- **DEDUCTION TYPE (DEDT) –** This table defines the types of deductions available for employees.

DEDUCTIONS AND BENEFITS

POSITION ← TITLE and SUBTITLE

EMPLOYEE

Determines

Leave Policy

Deduction Policy

Pay Policy

Deductions

Type: DEDT

Plan: DPLN

Input: TAX/MISC/SAVB

Benefits

Type: BENT

Plan: BENP

Input: ENRL

Inquiries

QDPM, QDSM, QBTC, QDPR, QDNM

REFERENCE TABLES FOR EMPLOYEE DEDUCTIONS

- **DEDUCTION PLAN (DPLN) –** This table defines variations of each deduction type and contains processing information on amounts and percentages, deduction frequency, whether the standard deduction amount or rate may be overridden on an employee basis and whether a special deduction routine should be performed to calculate the deduction.

- **DEDUCTION POLICY (DPOL) -** This window defines the codes which identify the policies associated with any deductions. A deduction policy is comprised of deduction types and deduction plans available to certain groups of employees. Deduction policies have been established to acknowledge the various deductions affecting employees of the State of Missouri. Each employee appointment has a deduction policy associated with it. Separate deduction policies have been established for each agency that has deductions unique to its organization. The system automatically checks to see that an employee is eligible for specific deductions according to their policy. The employee's deduction policy is established on the Position Status Maintenance (PSMT) window through either the position's Title/Sub-title or through the override Benefits Policy field.

- **DEDUCTION POLICY TYPE (DDPL) –** This window defines the codes which identify variations of each deduction type. This window, along with the Deduction Type (DEDT) window, allows you to control enrollment into deductions by the deduction policy. Each employee appointment has a deduction policy associated with it. An employee's deduction policy is defined on the Sub-title window. The deduction policy can be overridden on the employee's Employment Status Maintenance (ESMT) window.

EVENT CATEGORY (CATG)

NOTES

EVENT CATEGORY (CATG)

The Event Category (CATG) is the top level of the hierarchy within the SAM II HR/Payroll system. It establishes the types of categories for deduction and benefits (example: Health and Life Insurance, etc.). The system requires the State of Missouri to identify the deduction type, deduction plan, and effective date for each deduction. The Event Category (CATG) record must be established and maintained prior to identifying the different deduction types and deduction plans. The CATG record is also used for pay and deduction reporting purposes (i.e., W-2 and 941 reporting), check printing and employee data inquiries. In addition, this window defines how events are summarized and stored on the employee's records and controls the printing of information on payroll checks at the Category level. The short description of the Event Category will print on the employee's check when selected for output.

Let's review a few of the tables that support employee deductions.

Step 1 To open CATG, click on the Go To icon. Type **CATG** in the **CODE** column header. Click on the **<OPEN>** button.

Step 2 Populate the following field to narrow your search on the CATG window.

CATEGORY - Required. Enter the category code you wish to view. For example, PREM might be used for summarizing different overtime pay into a single premium pay category. Type **MCU**.

Select **DISPLAY: BROWSE DATA**.

Step 3 Information for the specific Event Category you entered in Step 2 should now appear. Let's review the remaining fields.

EFFECTIVE DATE - Displays the date the entry becomes effective.

EXPIRATION DATE - Displays the date the entry expires. Default is 99/99/99.

SHORT DESCRIPTION – Displays the short description of the category code.

LONG DESCRIPTION - Displays the long description of the category code. Default is the Short Description entry.

EVENT CATEGORY (CATG)

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Event Category

Category	MCU	Effective Date	01 / 01 / 20 Expiration Date 99 / 99 / 99
Short Description	MIZZOU CR UN	Long Description	MIZZOU CREDIT UNION
Event Type	Deduction Type		

Leave Definition
- ○ Week
- ○ Day
- ○ Hour
- ● Not Applicable

Leave Category Calculation
- ○ Inception to Date
- ○ Year to Date
- ○ Leave Year to Date
- ● Not Applicable

☐ Store Weekly Pay Totals

	Yes	No	N/A		
Check Leave Balance	○ Yes	○ No	● N/A	Check Print Sequence	5
Print Information on Check	● Yes	○ No	○ N/A	Reserve Accrual Pay Type	
Fringe Pay Type	○ Yes	● No	○ N/A	Reserve Payout Pay Type	
Include in Subject Gross	○ Yes	○ No	● N/A		

Navigator

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NOTES

EVENT CATEGORY (CATG)

Step 3 Continue to review the remaining fields.

EVENT TYPE - Displays the value that indicates the type of event represented in this field. Valid values are:

- Pay Type

- Leave Type

- Reimbursable Expenditure

- FLSA Pay Type (for events representing the FLSA premium payment)

- Deduction Type

LEAVE DEFINITION – Displays a value to indicate that leave category amounts are in weeks, days or hours. Default is Not Applicable. Valid values are: Week, Day, Hour and Not Applicable.

LEAVE CATEGORY CALCULATION – Displays a value to indicate how this category's balance is calculated. Default is Not Applicable. Valid values are: Inception to Date, Year to Date, Leave Year to Date and Not Applicable.

STORE WEEKLY PAY TOTALS – Displays if the weekly pay totals for this category should be stored. Clear otherwise. If Event Type is Deduction Type or Leave Type, this field will not be selected. Default is Clear.

CHECK LEAVE BALANCE - Displays Yes if balance condition checking is to be performed for a leave type category. Displays No if balance condition checking is not to be performed. Default is N/A.

PRINT INFORMATION ON CHECK – Displays Yes if the current amount and year-to-date summary amount for the category should be printed on the employees' checks. Displays No if the current amount and year-to-date summary amount for the category should not be printed on the employees' checks. Default is N/A.

FRINGE PAY TYPE – Displays Yes if the category is an employer paid fringe benefit. Displays No if the category is not an employer paid fringe benefit. Default is N/A.

EVENT CATEGORY (CATG)

NOTES

EVENT CATEGORY (CATG)

Step 3 Continue to review the remaining fields.

INCLUDE IN SUBJECT GROSS - Displays Yes if the fringe pay category is to be included in subject gross for purposes of tax withholding. Displays No if the category is not to be included. Default is N/A.

CHECK PRINT SEQUENCE – Displays a one or two character code (e. g., 01 or 02) to designate the print processing order within each category type.

RESERVE ACCRUAL PAY TYPE – Displays the pay type code to indicate which pay type is used to accrue reserve pay.

RESERVE PAYOUT PAY TYPE - Displays the pay type code to indicate which pay type is used to pay out reserve amounts.

Note: Following are the coding standards or "smart coding" for the Event Category (CATG) table (a list of agency identifiers is available in the Appendix of this manual):

Health/Vision/Dental Insurance categories:
1st character = agency identifier or 1-3rd character = state provider
4th character = 1 for non-cafeteria; 2 for cafeteria
5th character = E (employee share), R (employer share), D (dental insurance), V (vision insurance).

Life Insurance – Employer Paid Fringe Benefit:
1-2nd characters = agency identifier or state provider
3rd character = space
4th character = 1 for non-cafeteria; 2 for cafeteria
5th character = L for life insurance.

Life Insurance – Employee Paid Premium:
1-2nd characters = agency identifier
3rd character = O for optional life, D for dependent life, S for spouse coverage
4th character = 1 for non-cafeteria; 2 for cafeteria.

Spousal Insurance:
1-2nd characters = SP
3rd character = space
4th character = 1 for non-cafeteria; 2 for cafeteria
5th character = H (health insurance); D (dental insurance); V (vision insurance).

DEDUCTION TYPE (DEDT)

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Deduction Type

Deduction Type	MCU	Effective Date	01 / 01 / 20
Short Description	MIZZOU CR UN	Expiration Date	99 / 99 / 99
Long Description	MIZZOU CREDIT UNION	Fringe Pay Type	
Valid Input Windows	MISC 1DED	Deduction Processing Order #	70
Category	MCU	Deduction Acceptance Priority #	70

Enforcement Options | Deduction Options

Deduction Registers

HAR4100

Employee vs Appointment
- ○ Employee
- ○ Appointment
- ● Both

Employment Status   12

Deduction Policy Rule
- ● No Restriction
- ○ Enforce by Type
- ○ Enforce by Type / Plan

- ☑ Permanent Deduction Allowed
- ☐ EFT Allowed
- ☑ Automatic Termination
- ☑ Include in Supplemental Pay Cycle

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NOTES

DEDUCTION TYPE (DEDT)

The Deduction Type (DEDT) window defines the types of deductions. DEDT establishes the types of deductions that are available in each deduction category. The deduction types must be established and maintained prior to identifying the different deduction plans.

Step 1 To open DEDT, click on the Go To icon. Type **DEDT** in the **CODE** column header. Click on the **<OPEN>** button.

Step 2 Populate the following field to narrow your search on the DEDT window.

DEDUCTION TYPE - Required. Enter the deduction code you wish to view. Type **MCU**

Select **DISPLAY: BROWSE DATA**.

Step 3 Information for the specific Event Category you entered in Step 2 should now appear. Let's review the remaining fields.

EFFECTIVE DATE - Displays the date the information becomes effective.

EXPIRATION DATE - Displays the last date the information is in effect. Default is *99/99/99*.

SHORT DESCRIPTION - Displays the short description of the deduction code.

FRINGE PAY TYPE - Displays the appropriate pay type code to be used by this fringe benefit.

LONG DESCRIPTION - Displays the long description of the deduction code. Default is the Short Description entry.

DEDUCTION PROCESSING ORDER # - Displays the number to indicate the order in which the deduction is to be taken. A deduction with a low order number is taken before one with a higher order number.

VALID INPUT WINDOWS - Displays the identification code for each window on which it is valid to enter the deduction type. Up to five window identification codes may be entered; only one is required.

DEDUCTION ACCEPTANCE PRIORITY # - Displays the number to indicate the order in which the deduction should be backed out if a negative net condition occurs. A deduction with a high priority number is backed out before one with a lower priority number.

DEDUCTION TYPE (DEDT)

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Deduction Type

Deduction Type	MCU	Effective Date	01 / 01 / 20	Expiration Date	99 / 99 / 99

Short Description   MIZZOU CR UN   Fringe Pay Type

Long Description   MIZZOU CREDIT UNION   Deduction Processing Order #   70

Valid Input Windows   MISC 1DED   Deduction Acceptance Priority #   70

Category   MCU

Enforcement Options / Deduction Options

Deduction Registers

HAR4100

Employee vs Appointment
- Employee
- Appointment
- Both

Employment Status   12

Deduction Policy Rule
- No Restriction
- Enforce by Type
- Enforce by Type / Plan

- ☑ Permanent Deduction Allowed
- ☐ EFT Allowed
- ☑ Automatic Termination
- ☑ Include in Supplemental Pay Cycle

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NOTES

DEDUCTION TYPE (DEDT)

Step 3 Continue to review the remaining fields.

> **CATEGORY** - Displays the category code into which this deduction type falls. Refer to the Event Category (CATG) window for valid values.

ENFORCEMENT OPTIONS

The Enforcement Options panel is where deduction policy rules can be enforced, where the deduction can be determined as a permanent deduction, and if the deduction should automatically expire when a new deduction of the same type is added to an employee's record.

Step 4 Let's review the fields on the Enforcement Options panel.

> **DEDUCTION REGISTERS** - Displays the code for any deduction register this deduction type should update. Up to 10 codes may be entered; only one is required.

> **EMPLOYEE VS APPOINTMENT** - Displays the value to indicate whether the deduction is employee or appointment specific. Default is *Employee*. Deductions that are employee specific affect all of an employee's appointments, and an asterisk (*) must be entered in the **APPOINTMENT ID** field when assigning these deductions. Appointment specific deductions only affect the appointment(s) they are assigned to. Deductions set up as *Both* can be used for either situation.

> **DEDUCTION POLICY RULE** - Displays the value to indicate the deduction policy rule governing this deduction type. Default is *No Restriction*. State of Missouri will not use the *Enforce by Type / Plan* option. *No Restriction* indicates that all employees are eligible for this deduction type. *Enforce by Type* indicates that only employees within a policy that contains the deduction type are eligible.

> **PERMANENT DEDUCTION ALLOWED** - Indicates if this deduction can be a permanent deduction. Clear to indicate the deduction can be used for one-time deductions only.

> **EFT ALLOWED** - Indicates that the proceeds of this deduction can be transferred electronically. State of Missouri is not using electronic funds transfers for deductions. This should be cleared.

DEDUCTION TYPE (DEDT)

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Deduction Type

Field	Value		Field	Value
Deduction Type	MCU	Effective Date 01 / 01 / 20	Expiration Date	99 / 99 / 99
Short Description	MIZZOU CR UN		Fringe Pay Type	
Long Description	MIZZOU CREDIT UNION		Deduction Processing Order #	70
Valid Input Windows	MISC 1DED		Deduction Acceptance Priority #	70
Category	MCU			

Enforcement Options | Deduction Options

Deduction Registers

HAR4100

Employee vs Appointment
- ○ Employee
- ○ Appointment
- ◉ Both

Employment Status 12

Deduction Policy Rule
- ◉ No Restriction
- ○ Enforce by Type
- ○ Enforce by Type / Plan

- ☑ Permanent Deduction Allowed
- ☐ EFT Allowed
- ☑ Automatic Termination
- ☑ Include in Supplemental Pay Cycle

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Deduction Type

Field	Value		Field	Value
Deduction Type	MCU	Effective Date 01 / 01 / 20	Expiration Date	99 / 99 / 99
Short Description	MIZZOU CR UN		Fringe Pay Type	
Long Description	MIZZOU CREDIT UNION		Deduction Processing Order #	70
Valid Input Windows	MISC 1DED		Deduction Acceptance Priority #	70
Category	MCU			

Enforcement Options | Deduction Options

Deduction Goal
- ◉ Not Goal Oriented
- ○ Goal Oriented
- ○ Cyclical Goal Oriented

Goal Type
- ◉ Not Applicable
- ○ Dollar Amount
- ○ Installments

Federal / State Marital Status
- ◉ No Associated Status
- ○ Federal
- ○ State and Local

- ☐ Recycle Deduction
- ☑ Partial Deduction Report
- ☑ Take Partial Deduction

Deduction Class
- ○ Use Marginal Tax Tables
- ○ FICA Deduction
- ○ Use Alternate Rate Tables
- ◉ No Special Processing

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DEDUCTION TYPE (DEDT)

Step 4 Continue to review the remaining fields.

>**AUTOMATIC TERMINATION** – Checked if the deduction should automatically expire when a new deduction of the same type is added to the employee's record. Clear if the deduction should not automatically expire.

>**Note**: An error message is issued if the user attempts to enter a new deduction with the deduction type without expiring the old one first.

>**INCLUDE IN SUPPLEMENTAL PAY CYCLE** - Checked if the deduction should be taken during a supplemental pay cycle. Clear if the deduction should not be taken during a supplemental pay cycle.

>**EMPLOYMENT STATUS** - Only employees with the entered employment status will be eligible for the deduction. Refer to the Employment Status (EMPS) window for valid values.

DEDUCTION OPTIONS

The Deduction Options panel is where the deduction is entered as goal oriented and if so what type of goal the deduction has. This panel also displays the class that the deduction is in.

Step 5 Let's review the fields on the Deduction Options panel.

>**DEDUCTION GOAL** - Displays the value to indicate whether the deduction is goal oriented. Default is *Not Goal Oriented*.

>- **Not Goal Oriented** - Deductions that are not goal oriented continue to be deducted from an employee's paycheck until the established expiration date (if any) is reached. Example: Credit Union deductions.

>- **Goal Oriented -** Goal oriented deductions continue to be deducted from an employee's paycheck until the pre-established goal is reached. Example: Garnishments.

>- **Cyclical Goal Oriented** - Cyclical goal oriented deductions are similar to goal oriented deductions. However, a cyclical goal oriented deduction does not terminate once the goal has been reached. Instead, the deductions start again towards the next goal (of the same amount). This process continues until the established expiration date (if any) is reached. Example: Savings bonds.

DEDUCTION TYPE (DEDT)

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Deduction Type

Deduction Type	MCU	Effective Date	01 / 01 / 20	Expiration Date	99 / 99 / 99

Short Description — MIZZOU CR UN

Long Description — MIZZOU CREDIT UNION

Valid Input Windows — MISC 1DED

Category — MCU

Fringe Pay Type

Deduction Processing Order #   70

Deduction Acceptance Priority #   70

Enforcement Options   Deduction Options

Deduction Goal
- ◉ Not Goal Oriented
- ○ Goal Oriented
- ○ Cyclical Goal Oriented

Goal Type
- ◉ Not Applicable
- ○ Dollar Amount
- ○ Installments

Federal / State Marital Status
- ◉ No Associated Status
- ○ Federal
- ○ State and Local

- ☐ Recycle Deduction
- ☑ Partial Deduction Report
- ☑ Take Partial Deduction

Deduction Class
- ○ Use Marginal Tax Tables
- ○ FICA Deduction
- ○ Use Alternate Rate Tables
- ◉ No Special Processing

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NOTES

DEDUCTION TYPE (DEDT)

Step 5 Continue to review the fields on the Deduction Options panel

FEDERAL/STATE MARITAL STATUS - Displays the value to indicate whether the deduction is associated with a tax marital status. Default is *No Associated Status*.

DEDUCTION CLASS - Displays the value to indicate the class of the deduction. Default is *Use Marginal Tax Tables*. *Use Marginal Tax Tables* indicates that the system marginal tax tables are used to compute the deduction. *FICA Deduction* indicates that it is a FICA deduction (Medicare, for example). *Use Alternate Rate Tables* indicates that the system alternate tax tables are used to compute the deduction. *No Special Processing* indicates that no tables are used to calculate the deduction.

GOAL TYPE - Displays the value to identify the type of goal. Default is *Not Applicable*. Goals based on a dollar amount are reached when the total dollar amount deducted over the life of the deduction equals the dollar amount goal. Goals based on installments are reached when the number of times the deduction has been taken from the employee over the life of the deduction equals the installment goal.

RECYCLE DEDUCTION – Indicates if the deduction should be recycled in a subsequent pay cycle if it has caused a negative net condition and has been rejected. Clear to indicate the deduction should not be recycled.

PARTIAL DEDUCTION REPORT – Indicates that the deduction should be included on the Deduction Processing Exceptions Report. Clear to indicate the deduction should not be reported when this deduction is not fully taken.

TAKE PARTIAL DEDUCTION - Displays if a partial deduction should be taken. A partial deduction should be taken if taking the entire deduction would result in a negative net condition. Clear if a partial deduction should not be taken.

NOTES

DEDUCTION TYPE (DEDT)

Note: Following are the coding standards or "smart coding" for this table:

Non State-Sponsored Vision and Dental Insurance

1-3rd character = vendor

4th character = "1" for non-cafeteria and "2" for cafeteria

5th character = "D" for dental insurance, "V" for vision insurance

Life Insurance - Employee Paid Premium

1-5th character = vendor

Savings Bonds

1-4th character = bond denomination

5th character = number of bonds an employee can purchase (10004 is a 1000 denomination bond, employee's 4th $1000 bond).

DEDUCTION PLAN (DPLN)

NOTES

DEDUCTION PLAN (DPLN)

The Deduction Plan (DPLN) window defines variations of each deduction type and contains processing information on amounts and percentages, deduction frequency, whether the standard deduction amount or rate may be overridden on an employee basis and whether a special deduction routine should be performed to calculate the deduction.

Step 1 To open DPLN, click on the Go To icon. Type **DPLN** in the **CODE** column header. Click on the **<OPEN>** button.

Step 2 Populate the following field to narrow your search on the DPLN window.

> **DEDUCTION TYPE** - Required. Enter the deduction type code for the deduction plan you wish to view. Refer to the Deduction Type (DEDT) window for valid values. Type **MCU**.

> Select **DISPLAY: BROWSE DATA**.

Step 3 Information for the specific Deduction Type you entered in Step 2 should now appear. Let's review the remaining fields.

> **DEDUCTION PLAN** - Displays the code for the deduction plan that is being viewed.

> **EFFECTIVE DATE** - Displays the date the entry becomes effective.

> **EXPIRATION DATE**- Displays the last date the information is in effect. Default is *99/99/99*.

> **SHORT DESCRIPTION -** Displays the short description of the deduction type code.

> **LONG DESCRIPTION -** Displays the long description of the deduction type code. Default is the Short Description entry.

DEDUCTION PLAN (DPLN)


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Deduction Plan

Deduction Type      MCU              Deduction Plan       MCU
Effective Date      01 / 01 / 20     Expiration Date      99 / 99 / 99
Short Description   MIZZOU CR UN     Long Description     MIZZOU CREDIT UNION

  Deduction Rates        Alternate Options

  FICA ID          O FICA    O Medicare    O Tier One    O Tier Two    • None
  One-time Deduction Allowed      • Yes   O No   O Only with Permanent Deduction
  Employee Override Allowed       O Yes   O No   • Required
  Use Cash Basis Gross Pay        • Yes   O No
  ┌Periodic Deduction Amount / Frequency┐   ┌Deduction Parameters─────────────┐
  │ Weekly          0.00              │   │ Deduction Percent       0.000000 │
  │ Biweekly        0.00              │   │ Goal Amount / Installments  0.00 │
  │ Semi-monthly    0.00              │   │ Annual Cap Amount           0.00 │
  │ Monthly         0.00              │   │ Annual Gross Cap Percent 0.000000│
  │ Annual          0.00              │   └──────────────────────────────────┘
  └───────────────────────────────────┘

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NOTES

DEDUCTION PLAN (DPLN)

DEDUCTION RATES

The Deduction Rates panel displays information that determines the deduction parameters, displays the deduction amount and frequency, displays if a one-time deduction is allowed and what FICA ID the deduction has.

Step 4 Let's review the fields on the Deduction Rates panel.

FICA ID - Displays the value to indicate whether this is a FICA or Medicare deduction. Default is *None*. State of Missouri does not use the *Tier One* and *Tier Two* options.

ONE-TIME DEDUCTION ALLOWED - Displays the value to indicate whether a one-time deduction is allowed for this deduction. Default is *Yes*.

EMPLOYEE OVERRIDE ALLOWED - Displays a value to indicate whether the deduction information can be overridden for a particular employee. Default is *Yes*.

USE CASH BASIS GROSS PAY - Displays *Yes* to indicate that reserve pay amounts should be included in gross pay when calculating this deduction. Reserve pay accruals will decrease gross pay, and reserve payouts will increase gross pay. Displays *No* to indicate that earned gross pay should be used to calculate this deduction. Reserve pay accrual and payout amounts will not be included. Default is *Yes*.

Periodic Deduction Amount / Frequency

WEEKLY DEDUCTION AMOUNT - Displays the amount to be deducted for eligible employees paid on a weekly basis.

WEEKLY DEDUCTION FREQUENCY - Displays a two-character code to indicate the frequency with which the deduction should be taken. The same two-character code must appear in the Deduction Frequencies field for weekly employees on the Pay Cycle (CYCL) window for the pay periods in which the deduction should be taken. If left blank, the deduction is generated each pay period. Refer to the Deduction Frequency (DEDF) window for valid values.

BIWEEKLY DEDUCTION AMOUNT - Displays the amount to be deducted for eligible employees paid on a biweekly basis.

DEDUCTION PLAN (DPLN)

NOTES

DEDUCTION PLAN (DPLN)

Step 4 Continue to review the remaining fields on the Deduction Rates panel.

BIWEEKLY DEDUCTION FREQUENCY - Displays a two-character code to indicate the frequency with which the deduction should be taken. The same two-character code must appear in the Deduction Frequencies field for biweekly employees on the Pay Cycle (CYCL) window for the pay periods in which the deduction should be taken. If left blank, the deduction is generated each pay period. Refer to the Deduction Frequency (DEDF) window for valid values.

SEMI-MONTHLY DEDUCTION AMOUNT - Displays the amount to be deducted for eligible employees paid on a semi-monthly basis.

SEMI-MONTHLY DEDUCTION FREQUENCY - Displays a two-character code to indicate the frequency with which the deduction should be taken. The same two-character code must appear in the Deduction Frequencies field for semi-monthly employees on the Pay Cycle (CYCL) window for the pay periods in which the deduction should be taken. If left blank, the deduction is generated each pay period. Refer to the Deduction Frequency (DEDF) window for valid values.

MONTHLY DEDUCTION AMOUNT – Displays the amount to be deducted for eligible employees paid on a monthly basis.

MONTHLY DEDUCTION FREQUENCY - Displays a two-character code to indicate the frequency with which the deduction should be taken. The same two-character code must appear in the Deduction Frequencies field for monthly employees on the Pay Cycle (CYCL) window for the pay periods in which the deduction should be taken. If left blank, the deduction is generated each pay period. Refer to the Deduction Frequency (DEDF) window for valid values.

ANNUAL DEDUCTION AMOUNT - Displays the amount to be deducted for eligible employees paid on an annual basis.

ANNUAL DEDUCTION FREQUENCY - Displays a two-character code to indicate the frequency with which the deduction should be taken. The same two-character code must appear in the Deduction Frequencies field for annual employees on the Pay Cycle (CYCL) window for the pay periods in which the deduction should be taken. If left blank, the deduction is generated each pay period. Refer to the Deduction Frequency (DEDF) window for valid values.

DEDUCTION PLAN (DPLN)

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Deduction Plan

Deduction Type	MCU	Deduction Plan	MCU
Effective Date	01 / 01 / 20	Expiration Date	99 / 99 / 99
Short Description	MIZZOU CR UN	Long Description	MIZZOU CREDIT UNION

Deduction Rates | Alternate Options

FICA ID   ○ FICA   ○ Medicare   ○ Tier One   ○ Tier Two   ◉ None

One-time Deduction Allowed   ◉ Yes   ○ No   ○ Only with Permanent Deduction

Employee Override Allowed   ○ Yes   ○ No   ◉ Required

Use Cash Basis Gross Pay   ◉ Yes   ○ No

Periodic Deduction Amount / Frequency

Weekly	0.00	
Biweekly	0.00	
Semi-monthly	0.00	
Monthly	0.00	
Annual	0.00	

Deduction Parameters

Deduction Percent	0.000000
Goal Amount / Installments	0.00
Annual Cap Amount	0.00
Annual Gross Cap Percent	0.000000

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File Edit Display Modify Window Help

Deduction Plan

Deduction Type	MCU	Deduction Plan	MCU
Effective Date	01 / 01 / 20	Expiration Date	99 / 99 / 99
Short Description	MIZZOU CR UN	Long Description	MIZZOU CREDIT UNION

Deduction Rates | **Alternate Options**

Special Routine

Special Routine ID   NON

Amount / Percent

1	0.00
2	0.00
3	0.00
4	0.00
5	0.00

Alternate Rate Option

Begin Date	None ▼
End Date	None ▼ / /

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DEDUCTION PLAN (DPLN)

Step 4 Continue to review the remaining fields on the Deduction Rates panel.

Deduction Parameters

> **DEDUCTION PERCENT** – Displays the rate to be used in calculating the deduction amount, if this deduction is calculated based on a percentage. For example, enter 15% as *.15*.

> **GOAL AMOUNT/INSTALLMENTS** – Displays the goal amount in dollar amount. Displays the goal number of installments if the benefit goal is in number of installments.

> **ANNUAL CAP AMOUNT** – Displays the cap (or ceiling) amount if the total deduction amount for a year cannot exceed a certain dollar amount.

> **Note**: This field should be left blank for FICA and Medicare deductions.

> **ANNUAL GROSS CAP PERCENT** – Displays the cap (or ceiling) percentage if the total deduction amount for a year cannot exceed a certain percentage of the employee's annual gross amount.

ALTERNATE OPTIONS

The Alternate Options panel displays if the special calculation routine is used on that specific deduction plan and if so the amount or percent is displayed for the calculations.

> **SPECIAL ROUTINE ID** - Displays the proper code if a special calculation routine is invoked for this deduction type/plan. If no special calculation routine is to be invoked displays *NON*.

> **AMOUNT/PERCENT (1-5)** - Displays the amounts or percents *(.nn)* that are to be used in the calculations. Up to five are allowed.

> **BEGIN DATE -** Displays the value that indicates which employee date value is used as a comparison for the number of months for Deduction Alternate Rates (DEDA) window lookups. Valid values are: *Birth Date*, *Appointment Date*, *Benefit Progression Date*, *Deduction Parameter Effective Date*, and *None*. Default is *None*.

> **END DATE** - Displays a value to indicate the date against which the Begin Date value is compared. Valid values are: *Specified*, *Check Date*, *Pay Period End Date*, and *None*. Default is *None*. If *Specified* is used, the date entered in the date field to the right of the drop-down list is used.

DEDUCTION POLICY (DPOL)

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Deduction Policy

       Policy   Effective   Expiration   Short
                Date        Date         Description        Long Description

1      ADJG    01 01 20    99 99 99    ADJ GENERAL       OFFICE OF THE ADJUTANT GENERAL
2      CONSV   01 01 20    99 99 99    CONSERVATION      DEPARTMENT OF CONSERVATION
3      DESE    01 01 20    99 99 99    DESE              DEPT ELEM & SECONDAR EDUCATION
4      DMH     01 01 20    99 99 99    MENT HEALTH       DEPARTMENT OF MENTAL HEALTH
5      DOC     01 01 20    99 99 99    CORRECTIONS       DEPARTMENT OF CORRECTIONS
6      DOT1    01 01 20    99 99 99    MO DOT            MO DEPT OF TRANSPORTATION
7      DPS     01 01 20    99 99 99    PUB SAFETY        DEPARTMENT OF PUBLIC SAFETY
8      HSTOW   01 01 20    99 99 99    H STOWE           HARRIS-STOWE STATE COLLEGE
9      HWYS    01 01 20    99 99 99    HWY SAFETY        DEPARTMENT OF HIGHWAY SAFETY
10     MSHP    01 01 20    99 99 99    HWY PATROL        MO STATE HIGHWAY PATROL
11     NODED   01 01 20    99 99 99    NO DEDUCTION      EMPLOYEES WITH NO DEDUCTIONS
12     STAND   01 01 20    99 99 99    STANDARD DED      STANDARD DEDUCTIONS
13     VETC    01 01 20    99 99 99    VETERANS COM      VETERANS COMMISSION
14     YSERV   01 01 20    99 99 99    Y SERVICES        DIVISION OF YOUTH SERVICES
15
16

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NOTES

DEDUCTION POLICY (DPOL)

This window defines the codes that identify the policies associated with any deductions. A deduction policy is comprised of deduction types and deduction plans available to certain groups of employees. Deduction policies have been established to acknowledge the various deductions affecting employees of the State of Missouri. Each employee appointment has a deduction policy associated with it. Separate deduction policies have been established for each agency that has deductions unique to its organization. The system automatically checks to see that an employee is eligible for specific deductions according to their policy. The employee's deduction policy is established on the Position Status Maintenance (PSMT) window through either the position's Title/Sub-title or through the override Benefits Policy field.

Step 1 To open DPOL, click on the Go To icon. Type **DPOL** in the **CODE** column header. Click on the **<OPEN>** button.

Step 2 Select **DISPLAY: BROWSE DATA**.

Step 3 Information for the different deduction policies appear. Let's review the fields.

> **POLICY** – Displays the code of the policy you are viewing.
>
> **EFFECTIVE DATE** - Displays the date the policy becomes effective.
>
> **EXPIRATION DATE**- Displays the last date the policy is in effect. A value of *99/99/99* indicates that the policy currently has no expiration date.
>
> **SHORT DESCRIPTION -** Displays the short description of the deduction policy.
>
> **LONG DESCRIPTION -** Displays the long description of the deduction policy.

DEDUCTION POLICY TYPE (DDPL)

NOTES

DEDUCTION POLICY TYPE (DDPL)

This window defines the codes that identify variations of each deduction type. This window, along with the Deduction Type (DEDT) window, allows you to control enrollment into deductions by the deduction policy. Each employee appointment has a deduction policy associated with it. An employee's deduction policy is defined on the Sub-title window. The deduction policy can be overridden on the employee's Employment Status Maintenance (ESMT) window.

Step 1 To open DDPL, click on the Go To icon. Type **DDPL** in the **CODE** column header. Click on the **<OPEN>** button.

Step 2 Select **DISPLAY: BROWSE DATA**.

Step 3 Information for the different deduction policy types appear. Let's review the fields.

> **DEDUCTION POLICY** – Displays the code of the policy you are viewing.
>
> **DEDUCTION TYPE** – Displays the code of the deduction type associated with the policy.
>
> **DEDUCTION PLAN** – Not used by the State of Missouri.
>
> **EFFECTIVE DATE** - Displays the date the deduction type becomes effective.
>
> **EXPIRATION DATE**- Displays the last date the deduction type is in effect. A value of *99/99/99* indicates that the type currently has no expiration date.
>
> **SHORT DESCRIPTION -** Displays the short description of the deduction type.
>
> **LONG DESCRIPTION -** Displays the long description of the deduction type.
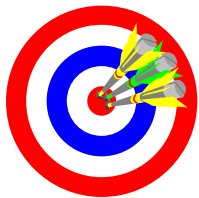
ACTIVITY

1. What reference table lists the types of deductions? Does this table list the goal type for the deductions?

2. What reference table establishes the types of categories for deductions and benefits? Does this table display the event type?

3. What reference table is used to specify whether or not employee overrides are allowed?